ELECTRONIC REPORTING INFORMATION SYSTEM (ERIS) SUBSCRIBER AGREEMENT

NORTH DAKOTA DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH SECTION
SFN 60908 (8-2015)

This subscriber agreement is required for all people who wish to submit reports that require a signature to the North Dakota Department of Health, Environmental Heath Section (EHS) using the ERIS system.

Section A – User Information:

Name	State of ND Login User Name:		
Mailing Address	City	State	ZIP Code
Email Address	Job Title	Telephone Number	Ext

Facility(s) for which the user requests authority to submit reports: (Note: a separate subscriber agreement is required for each facility if owned by different companies):

Reports that user is requesting to be able to submit for this facility:

Permit Number	Security Level*	Report short name#	#a list of reports that can be submitted using ERIS is located in Section G on page 2 of this form. Please use the appropriate short name for the report. *Security Levels: Submit – User can read, add, upload and submit reports; Upload – User can read, add and upload reports into ERIS, but cannot submit report to the department; Read Only – User can read reports, but cannot upload or submit report.

Section B – Responsible Official Authorization

Authorization of responsible official to allow user to submit reports. A responsible official must be one of the following: a responsible corporate officer, a general partner, a principal executive officer or a ranking elected official. Note: if the person identified in Section A is one of these responsible officials, they do <u>not</u> need to sign Section B of the subscriber agreement.

I the undersigned responsible official for the above listed facility(s) do hereby duly authorize and delegate the individual listed in Section A the authority to sign and to submit the above listed reports for said facility(s):

Name	Title
Signature	Date

Section C – User Security Requirements

If approved to submit reports using ERIS, I understand and agree to:

a. Protect my account password, Personal Identification Number (PIN) and security question answers from compromise, not allow anyone else to use the account, and not share the password, PIN or security question answers with any other person.

b. Promptly report to the EHS any evidence of the loss, theft, or other compromise of my user account credentials.

c. Notify EHS if I cease to represent any of the above listed facilities as the submitter for the organization's electronic reports as soon as this change in relationship occurs.

d. Review, in a timely manner, the acknowledgements (email and onscreen) and copies of submitted documents submitted using my ERIS user account.

e. Report any evidence of discrepancy between documents submitted, and those received by the ERIS.

f. By affixing my signature, I explicitly provide that I will adhere to all ERIS policies, terms and conditions listed in the agreement.

Section D – Certification and Signature

I understand that I will be held as legally bound, obligated, and responsible by the use of my electronic signature as I would be by a handwritten signature and that legal action can be taken against me based on my use of the electronic signature in submitting electronic documents.

Signature	Date

Section E – ERIS User Information and Instructions

When completed and signed, make a copy of this subscriber agreement for your records and return the **original** subscriber agreement to: EHS Data Coordinator; North Dakota Department of Health, Environmental Health Section Chiefs Office; 918 East Divide Avenue; Bismarck, ND 58501-1947.

A copy of this Subscriber Agreement must be retained in your official records for **at least 5 years** after the user (Section A) ceases to use the system for submitting reports.

When the Health Department sets up the user account to use ERIS, a PIN number will be provided to you. If you have security rights to submit a report, you will be asked to setup challenge questions the first time you log into ERIS. To do this, you will be directed to a web page where you will be provided a list of challenge questions. You will be asked to provide answers for at least five of them. You also will have the ability to update your PIN number on this page.

Each time you submit a report, you will be asked to enter your PIN number. If the correct PIN number is entered, you will be presented with one of the challenge questions and asked to provide your answer. Providing the correct PIN and answering the challenge question correctly will enable ERIS to verify that you are the person submitting the reports and will serve as the digital signature for your report.

If the PIN number or challenge question is incorrectly entered five times, an email will be sent to the user's email address indicating the user account was trying to submit a report but failed the security test. The email also will warn that if you are not using this account, it may be compromised and you should check on the account status. You must notify the department if you believe the account has been compromised. If the PIN number or challenge question from this user account is incorrectly answered three more times the account will be locked.

To ensure user accounts are kept current, extended inactivity will result in the user account being locked. The user will need to contact an ERIS Administrator at the department who can verify the user's status and can unlock the user's ERIS account.

Section F – For Department Use

Approved and Activated Date	Date Inactivated
Approved and Activated By	Inactivated By

Section G - List of reports that can be electronically submitted using ERIS

DWLD	Drinking Water Lab Data
DBPR	Disinfection By-Products Rule Report
DMR-General	Discharge Monitoring Report – General DMR form for Minor Municipal facilities
DMR-EPA	Discharge Monitoring Report – EPA form for Major Municipal and Industrial facilities
DMR-Stormwater	Discharge Monitoring Report – Stormwater Industrial facilities
Disch Rev	Discharge Review for Minor Municipal facilities
SW-ALR	Stormwater Annual Location Report
SW-AIR	Stormwater Annual Inspection Report
SW-NOI	Stormwater Notice of Intent
SW-NOT	Stormwater Notice of Termination
Dew/HydTest NOI	Dewatering / Hydrostatic Testing Notice of Intent
Dew/HydTest NOT	Dewatering / Hydrostatic Testing Notice of Termination